

**IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 1/17/2020**

**THIS IS A DRAFT DOCUMENT THAT HAS NOT BEEN APPROVED BY THE BOARD**

**BOARD MEMBERS PRESENT:** John H Williams  
Mary E Leonard  
Amanda Scott  
Zendi F Meharry

**BOARD MEMBERS ABSENT:** Joshua R Thompson - Chair

**BUREAU STAFF:** Kelley Packer, Bureau Chief  
Dawn Hall, Deputy Bureau Chief  
Julie Eavenson, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Nicholas Krema, General Counsel  
Rob McQuade, Legal Counsel  
Lizzie Kukla, Board Specialist

**OTHERS PRESENT:** Connie Lowder – Comagine Health Improvement Advisor

The meeting was called to order at 9:00 AM MST by Vice Chair Mary Leonard.

**APPROVAL OF MINUTES**

Ms. Meharry made a motion to approve the minutes of November 22, 2019. Ms. Scott seconded the motion. Motion carried.

Ms. Peel presented a proposed letter for the Board to send to licensees who report having received a misdemeanor DUI conviction.

Ms. Meharry made a motion to authorize the Bureau to send the letter to licensed nursing home administrators who have received a misdemeanor DUI. Ms. Scott seconded the motion. The motion carried.

**LAWS AND RULES**

Ms. Packer presented a legislative update. The temporary pending rules reauthorized by the Board in 2019 were heard and approved by both houses.

## **FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$27,285.62 as of 12/31/2019.

## **BUREAU BUSINESS**

The Board reviewed the To Do List and no action was taken.

## **BOARD BUSINESS**

## **CORRESPONDENCE**

The Board reviewed correspondence from Mr. Underwood who requested his Nursing Home Administrator in Training (NHAIT) be placed on hold while he pursues another employment opportunity. The Board directed the Bureau to respond with a letter citing Idaho Code that limits the NHAIT program to two years.

The Board reviewed correspondence from Ms. Parnell who inquired about Idaho's NHAIT requirements as they relate to students in out of state universities. The Board called Ms. Parnell in order to ask for clarification on her questions regarding a university NHAIT program. The Board communicated with Ms. Parnell over the phone and will pursue further communication through the Board Specialist if necessary.

Ms. Connie Lowder, improvement advisor for Comagine Health, addressed the Board and asked the Board to consider the continuing education course application presented as it is, and approve the credits submitted, with information for additional credits and course presenters at the conference to be forthcoming. This would allow Comagine to advertise continuing education credits for nursing home administrators.

## **CE COURSES**

Ms. Meharry made a motion to approve 5.25 continuing education credits (CE) for the course application submitted for the Comagine Patient Safety and Quality Conference, with additional CEs pending subject to more information. Mr. Williams seconded the motion. Motion Carried.

Ms. Meharry made a motion to approve the revised CE course application from Mr. Bunch. Ms. Scott seconded the motion. Motion Carried.

## **EXECUTIVE SESSION**

Ms. Meharry made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the

Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session was to consider documents relating to the fitness of an applicant to be granted a license or registration. Ms. Scott seconded the motion. The vote was: Ms. Meharry, aye; Ms. Leonard, aye; Ms. Scott, aye; and Mr. Williams, aye. Motion carried.

Ms. Meharry made a motion to come out of executive session. Ms. Scott seconded the motion. Motion carried.

## **APPLICATIONS**

Ms. Meharry made a motion to approve the following for licensure:

DANNI MARIE ORNE                      NHA 1283

Ms. Scott seconded the motion. Motion carried.

Ms. Meharry made a motion to approve the following for examination:

901168206

Ms. Scott seconded the motion. Motion carried.

Ms. Meharry made a motion to approve the following for the NHAIT program:

901166396

Ms. Scott seconded the motion. Motion carried.

Ms. Meharry made a motion to approve NHAIT reports as presented.

Ms. Scott seconded the motion. Motion carried.

**NEXT MEETING** was scheduled for February 28, 2020 at 9 AM MST.

## **ADJOURNMENT**

Ms. Meharry made a motion to adjourn the meeting at 10:53. Mr. Williams seconded the motion. Motion carried.

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Mary E Leonard, Vice Chair